

Working with Files and Folders in Microsoft® Windows® 10

Course Specifications

Course Number:

025011-03

Course Description

Overview:

As you complete different work assignments, it will be necessary for you to create and save files. In this course, you'll use the local and cloud-based options that Windows® 10 provides for you to save your work.

Target Student:

This course is designed for end users who are familiar with computers and who need to use the features and functionality of the Windows 10 operating system for personal and/or professional reasons.

Course Content

Lesson 1: Working with Files and Folders

Topic A: Manage Files and Folders with File Explorer

- Files and Folders
- File Explorer
- File Explorer Window
- The File Explorer Ribbon
- Ribbon Tabs
- Quick Access
- Pin and Unpin
- File Share
- File Explorer and the Clipboard
- How to Manage Files and Folders
- Managing Files and Folders

Topic B: Store and Share Files with OneDrive

- Cloud Computing
- OneDrive
- OneDrive Sharing
- File Sync
- How to Use OneDrive
- Uploading and Sharing Files with OneDrive